

Annexure 1

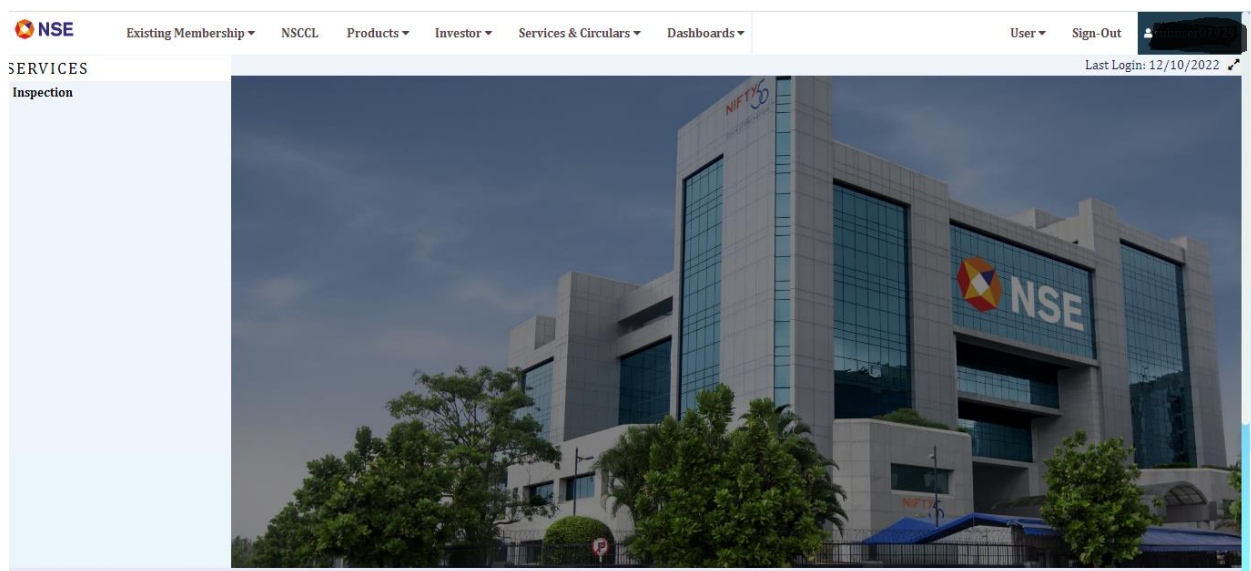
MANUAL FOR SUBMISSION OF INSPECTION/ ENFORCEMENT RELATED DATA BY THE MEMBER

Step: A - Open Internet browser from the desktop.

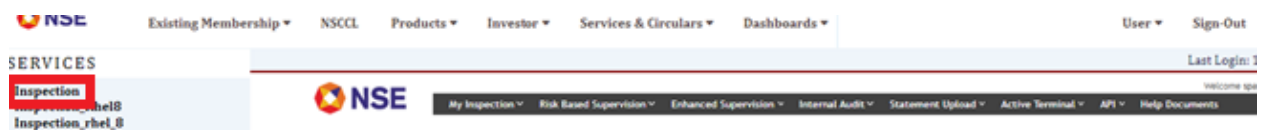
Step: B - Type <https://inspection.nseindia.com/MemberPortal/> in the address bar and then click the Go button from the browser.

Step: C - Login to Member Portal

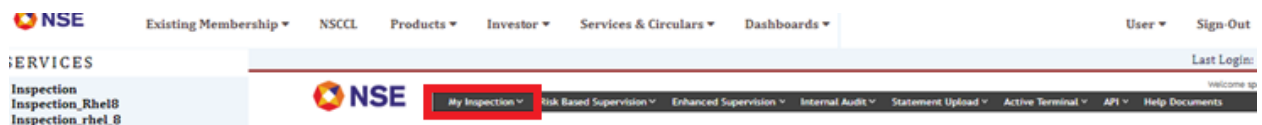
Step: D - When member logs in, then following screen will be displayed along with the 'Inspection' tab on the left hand side.



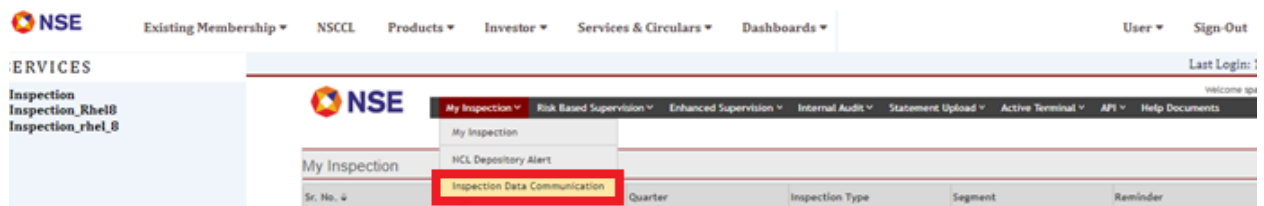
1. Click on the 'Inspection' tab from the left-hand side & Inspection module will be launched:



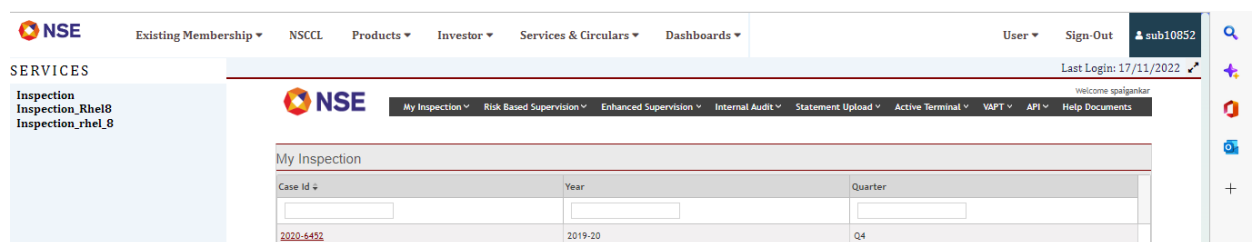
2. Click on My Inspection Tab



3. Under the “My Inspection Tab”, Member can find the “Inspection Data Communication” to view the queries raised by inspection/enforcement department.

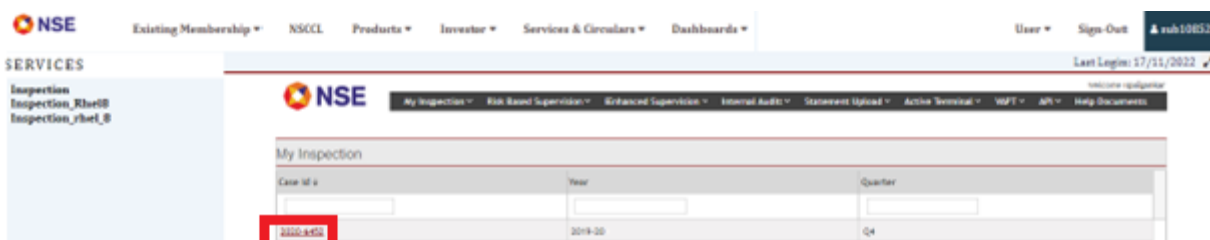


4. Following screen will be displayed after clicking on “Inspection Data Communication” tab



Each inspection case id is identified by a separate unique case id. The year and respective quarter of the inspection is also displayed along with Case ID in above page for easy reference.

5. Members will receive an auto generated mail on their registered email id whenever any new data requirement/ query has been raised by the inspection/ enforcement department. Click on the case id for which data requirement/ query has been raised by the inspection/ enforcement department. Screen shot of the same is as below



6. On clicking respective Case ID, the following screen will be displayed, wherein the Member can respond to the query and/ or upload the data for the query raised by the Inspection/Enforcement department by clicking on the radio button provided against respective Case ID, as shown below.

7. After clicking the radio button as mentioned in above step, the member shall input their response to the respective query and can upload the relevant supporting documents/ data by clicking on the link “Choose Files”.

Note

- i. Member can upload data not exceeding 25 MB per file. However, for submission of data of more than 25 MB, members may upload multiple files each not exceeding 25 MB each.
 - ii. Members can upload multiple responses/ files under for the same query.
 - iii. Member can only upload files only in the format of PDF, CSV, Docx & ZIP.
8. Members can upload the multiple documents by clicking on the above Radio button and then click on “Choose Files” and upload the same. Further, all the files uploaded in the query can also be seen in “View All”. The screen shot is as below.

Existing Membership ▾

NSCCL

Products ▾

Investor ▾

Services & Circulars ▾

Dashboards ▾

User ▾

Sign-Out

SERVICES

Inspection

Inspection_Rhel8

Inspection_rhel_8

My Inspection ▾

Risk Based Supervision ▾

Enhanced Supervision ▾

Internal Audit ▾

Statement Upload ▾

Active Terminal ▾

VAPT ▾

API ▾

Help Documents

Welcome spalgankar

Member*

Upload Files

Choose Files

No file chosen

Submit Comment

	Select	Admin Comment	File Name	Create Date	Reply Receive	Member Reply	Member reply File	Previous Reply ⁺
1	☐	Please provide the margin files		Dec 6, 2022 5:47:52 PM				View All

Members are advised to make all submissions related to onsite/offsite inspections and Enforcement queries through “Inspection Data Communication” tab only.